



Your privacy is important to us

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To L&I Customers:

An explosion in the growth of commercial and government electronic databases that contain highly sensitive personal information about individuals has caused new concerns about privacy. The Department of Labor and Industries takes seriously our responsibility to protect the personal privacy rights of Washington's citizens. Below we explain some of the ways we are securing our data to keep your rights to privacy from being violated.

Governor orders state agencies to protect private information

Executive Order 00-03 issued by Gov. Gary Locke in 2000 sets out state agencies' responsibilities to protect private information. The Governor said it is his intent to ensure that state agencies comply fully with state public disclosure and open government laws, while protecting personal information to the maximum extent possible. These responsibilities include:

- Placing the government of Washington State at the forefront in protecting the personal information of its citizens;
- Minimizing as much as possible the collection, retention and release of personal information by the state;
- Prohibiting the unauthorized sale of citizens' personal information by state government;
- Providing citizens with broad opportunities to know what personal information about them the state holds and to review and correct that information;
- Making certain that businesses that contract with the state use personal information only for the contract purposes and cannot keep or sell the information for other purposes – and that those who violate this trust are held accountable.

After the Governor issued this executive order, Labor and Industries conducted an extensive internal audit of all our forms with the intent of eliminating the collection of any unnecessary personal and private information, such as Social Security numbers. To date, L&I has modified over 50 forms to exclude or reduce private information. Absolutely no personal information is collected that is not necessary for the business needs of the agency.

Internet security

Labor and Industries, along with many other state and federal agencies, uses the Internet to improve customer service and make agency services accessible both day and night. In developing new computer applications to provide these enhanced services, L&I has taken every step possible to safeguard data and to protect private information. The agency's Web site at www.LNI.wa.gov includes a privacy and security statement that describes in more detail what these steps have been.

Sale of private information

L&I will not sell information or lists from databases administered by the agency for commercial purposes. The agency employs professional records officers and maintains a public disclosure unit to ensure that records kept by the agency are disclosed appropriately as allowed by law. While certain records, such as permits, are fully available for public examination, other records, such as injured worker claims files, are exempt from public disclosure.

For more information

For more information about L&I's commitment to protecting your privacy, or to inquire about or change personal information about you contained in our records, please contact:

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For more information, visit L&I's Web site at
www.LNI.wa.gov/home/privacy.htm#Privacy